

Welney Parish Hall Management Committee

(a sub-committee of Welney Parish Council)

Minutes of a meeting held in the Parish Hall Welney, at 8 pm on Tues 8th June 2004.

Present:

Mark Farrow (Chair), Peter Cox (Secretary and Treasurer), Karen Fleming (Functions Organiser), Cllr Ken Goodger, Cllr Steve Kerr

Also present: Mrs Pat Rix (Hall Licencee)

Action

1. **Apologies:** None received (Roger Giles absent)
2. **Minutes** of the ordinary meetings on 10th February and 13th April 2004 were read agreed and signed by the Chairman.

Minutes of the AGM on 13th April were presented by the Secretary but not signed. The Secretary said that it was customary for both Council and Hall Committee AGM minutes to be held over to the next AGM, but he could find nothing to say that they should be, and thought it more sensible to deal with them at the next ordinary meeting. The Chairman agreed, but Cllr Goodger and Mrs Rix felt it was more appropriate to deal with them the following year. Cllr Goodger then said that as the Committee was a council sub-committee, perhaps our AGM ought to be combined with the Council's and he would discuss this with the Clerk.

KG

3. **Matters arising** from meeting on 10th February

3.1. **DDA works** – see below

3.2. **Water bills** charges for supply through second meter. The Secretary said he still had to write.

PC

3.3. **Fire equipment.** The Secretary corrected a statement he made at the February meeting regarding one of the water extinguishers. The invoice for the last inspection had referred to "re-charging" the cylinder and he said he thought that was an expensive waste as the cylinder was very old and rusty. In fact it had been replaced by a new one. It was however agreed that in future the inspection company should not automatically replace any faulty equipment, but should inform the Committee. Secretary to write.

PC

MF reported that during a recent spot check of the Hall, it was noted that the bracket for the water cylinder by the side of the inner entrance door was loose. Discussion followed about placing it on the floor, but that was thought a hazard to children who might knock it over.

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3.4. **Broken window.** Cllr Kerr said he had now ordered a new double glazed unit.

SK

3.5. **Air vent** under Hall floor. MF said he would try and deal.

MF

4. **Electricity slot-meters.** These were read and emptied by MF in the presence of PC, KF, SK & PR. Readings were 382 and 078 compared with 365 and 066 previously, so the total of £29 (£17 + £12) handed to the Treasurer was correct.

At this point the emergency lights were tested and found to be working and PR recorded the test in the book.

5. Correspondence.

5.1. **Letter to WPC 18th April.** The Secretary reported that he had sent the Clerk a copy of our audited accounts to the end of March for inclusion in the Council's accounts. He had also thanked Councillors for their attendance at our AGM.

5.2. **Letter from WPC dated 1st May.** The Secretary reported that the Clerk had:

5.2.1. Replied regarding reclaiming VAT by enclosing some notes from Customs & Excise but without explaining how this is to done.

5.2.2. Not answered queries regarding the status of our funds and cheque signatories raised in our letters dated 14th March and 18th April.

5.3. **E-mail 12th May to Chair of WPC,** requesting names of Council appointees to this Committee from 1st April. Verbal reply: WPC Chair & Vice-chair are automatically members, so no change.

5.4. **Letter from Upwell Health Centre dated 12th May** requesting permission to have a phone line installed to connect a lap top computer to the Health Centre during Hall surgeries.

Acknowledgment and query by Secretary dated 25th May

Dr Millard's reply 27th May. (copies of all 3 letters had been circulated prior to meeting). Discussion covered a phone line of our own for possible future IT use (not at present, maybe in the future) and a pay phone (no). All thought it beneficial to grant permission. Proposed by KG, sec SK, all agreed, that we permit the Health Centre to install a line for their own use at their expense. Secretary to write.

PC

5.5. **Letter from WPC dated 19th May,** enclosing copies of letters from the Council's advisors (all circulated prior to the meeting):

5.5.1. from NCAPTC Norwich, dated 17th May. Mr Chaplin referred to a response to the Clerk in January that the Committee were not aware of.

5.5.2. from NALC London dated 3rd May. Mr Ricketts first says the Council is not responsible for the acts of old Committee (eg the architect's bill), then casts doubt on that, but finally suggests that we continue to refuse to pay. It was also noted that Mr Ricketts says our new constitution is "not acceptable" but doesn't give a reason. The very considerable time taken drafting it has therefore been wasted and we are no further forward. KF & PC thought that comments on the second page contradicted comments on the first page.

Surprise was expressed that the advisors seem unclear or confused about our status. It was agreed that the Council need to reply to the queries raised and to explain our status properly. Cllr Goodger said it did seem that the council had some matters to address and asked the Secretary to write to him listing the problems.

PC

5.6. **Letter from Pat Rix dated 19th May** (copy circulated) resigning for health reasons from her positions as:

5.6.1. **Hall Licencee.** There were no volunteers to take over. PC said that traditionally either the Chairman or Secretary had assumed this job. MF said he was unable to take this on himself, but would ask David Bonner if he would be prepared to do so. KF was handed a copy of the responsibilities to read through but without any commitment. PC asked PR if she would be prepared to remain as Licencee until we had heard back from DB & KF, provided members of the Committee took over the physical duties such as testing emergency lights etc and she kindly agreed to do so. Cllr KG proposed that both Committee and Council make testing part of the standard agenda, seconded KF, all agreed. MF suggested we inform the Clerk, Secretary to write. PR said the book used to record the tests was kept in the draw next to the kitchen hand wash basin and was almost full. PC said he would obtain a new book.

MF

KF

PC

PC

5.6.2. **Bingo organiser.** PC reported that Bingo takings in the period from May 2003 to March 2004 amounted to £265 so this was obviously an activity that we should try to continue. PC asked PR to confirm whether or not she was happy to run the June event and she said she was and had already obtained most of the prizes. PC asked PR if she had any one in mind to take over, but she hadn't. KF suggested a poster in the shop. MF asked how many prizes had to be bought, and PR said there were 22 prizes for adults in all and 2 for children. Wendy Redman supplied baskets of fruit and vegetables at a cost of about £9, leaving about £40 for another 18 prizes. PC asked PR if cash prizes would be acceptable to the players as that would save the shopping problem for any new organiser. PR said she thought that would be acceptable, but we are not allowed to give cash to children, but as only 1 or 2 children attended only a couple of small prizes were needed.

MF proposed a vote of thanks to PR for all her efforts over the last 12 months and this was heartedly endorsed by all.

5.7. **Letter to Cygnets dated 25th May** requesting a copy of their Child Protection Policy. The Secretary explained that NAVH had advised the Committee to ensure that any Hall user involved with children had a proper written policy.

5.8. **Letter from WPC dated 24th May** The Clerk had written to the Hall and Playing Field Committees suggesting we meet to discuss amalgamation. The two committees are already working together organising a Village Gala Day in August, but we could not see how an amalgamation could be arranged between a registered charity and a Council sub-committee. PC pointed out that Cllr KG had previously suggested that the Council set up an amenities committee to co-ordinate the two management committees, and that would be easier than amalgamation. Secretary to write to the Clerk.

PC

(Secretary's note: See item 9 in already circulated unsigned minutes of Hall AGM 13th April)

5.9. **E-mail 28th May** requests from KF on behalf of Friends of the School ref Summer Gala 19th June to use the Hall notice board for a poster and also the slotted-letter bill-board. Both granted. Cllr KG proposed this should be FOC, all agreed.

6. **Hall Insurance.** The Committee have decided not to be included on the Councils policy this year and have taken out cover with Zurich Municipal from 1st June 2004. This will not only be much cheaper, but will enable us to cover the Gala in August.
7. **Keyholders.** The list was updated. PC proposed this should be done at each AGM.
8. **Hall Games equipment.** The Secretary had given Ray Kent (who had made some pieces 50 years ago) permission to use some items in the Hunstanton D-day celebrations. He would repair and/or repaint, and also make a donation to the Hall.
9. **Partitioning of Hall.** PC wondered if a partition could be put up to divide the hall in half to provide a warmer meeting area in winter. This was not thought practicable. MF suggested we use the kitchen in winter, with an additional fan heater to augment the fixed heater. PC said he thought portable heaters are not allowed under the terms of our Public Licence.
10. **Village Gala.** No discussion necessary as all present are involved.
11. **Bills for payment.** None.
12. **DDA – programme of works.** PC said the Committee had sufficient funds to do the necessary works, but grants were available. However, some were for Parish Councils, some for non-council organisations. It was agreed that we cannot deal with this until our status is confirmed.

13. **Any Other Business.**

13.1. MF pointed out that the “100 Club” expires in July and asked if we wanted to continue it. All agreed we did, and committee members will contact club members they signed up last year. PC to circulate membership details. MF offered to deal with PR’s list. Silvia Kent wanted to join and would like No.22. PC

13.2. KF said the Church warden would like the MAP displayed in the Church. KF

13.3. KF said she hoped to run yoga sessions for the Cygnets. It would not be commercial use like the normal yoga sessions, the funds would be for the Cygnets, so could these be at the non commercial rate? This was perfectly acceptable and in line with our agreed tariff.

14. **Date of next meeting:** Tuesday 10th August at 8pm in the Parish Hall

15. **Meeting closed:** 9.54 pm.

These minutes were read on _____ and agreed to be a true and full record

Signed by the Chair

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